



Supplement: Local Travel Expense Report *MyTravel*

Introduction

This supplement is intended for Travelers who use MyTravel to support their official travel in the local area of their Permanent Duty Station. For more general information on how to use MyTravel, we refer you to the information available directly from the vendor via [User Guides](#) and [Demonstrations](#). If you are using an online version of this supplement, selecting the links in it will take you directly to other resources, though if needed, you'll find the applicable URLs at the very end of this guide.

Note: For best results, use the Chrome browser to access MyTravel.

How TDY and Local Travel Processes Differ in MyTravel

The TDY travel process in MyTravel has two steps:

1. Create a trip request to provide trip cost estimates and get approval to travel.
2. Create an expense report to request reimbursement for official travel-related expenses you incurred and payment for travel allowances you earned.

For local travel, you usually don't need to create a trip request. Instead, you skip that step and only create an expense report. This supplement explains how that process works – and when you need to use a slightly different process.

Create the Expense Report

To create a MyTravel expense report to support local travel:

1. Log into [MyTravel](#). The [MyTravel home screen](#) (Figure 1) opens.

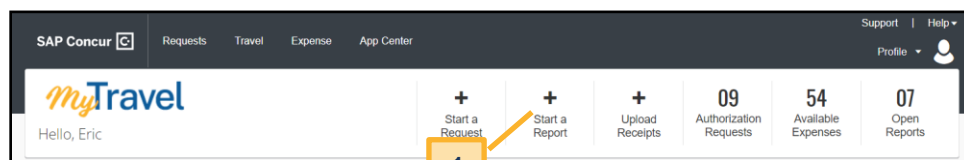


Figure 1: MyTravel Home Screen (top)

2. Near the top of the screen, select **Start a Report** (Figure 1, indicator #1). The **Create New Report** screen (Figure 2) opens with the TDY expense report header screen fields displaying by default.

Create the Expense Report
(continued)

Figure 2: Create a New Expense Report Screen

3. Select **Local Travel Policy** from the **Policy** field drop-down menu (Figure 2, indicator #1). The screen refreshes to display the local travel expense report layout seen in Figure 2. Table 1 highlights some of the key fields you'll need to complete on the **Create New Report** screen.

Table 1: Create a New Expense Report Screen Options for Local Travel

Field	Notes
Report Name	Enter a name of your choice, unless local or Component policy directs field content.
Policy	You must select a Local Travel Policy. If you are following these instructions, you already did this.
Trip Purpose	Select an option from the drop-down menu.
Comment	Comments are optional unless mandated by local or Component policy.
Redirect Funds to GTCC Account	Enter the costs of GTCC transactions that aren't anywhere else in the expense report (e.g., meals).
Claim Travel Allowance	Leave this set at the default No, I do not want to claim Travel Allowance setting. If you meet one of the exceptions that allows you to claim M&IE, follow the typical TDY request and expense report process.

Create the Expense Report (continued)

4. Select **Create Report** (Figure 2, indicator #2). MyTravel creates your local travel expense report and opens it on the **Expenses** screen (Figure 3).

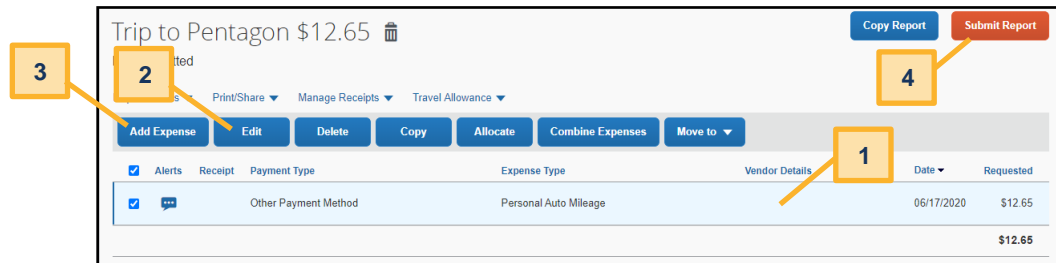


Figure 3: Expenses Screen

Complete and Submit the Expense Report

From this point forward, the expense report works generally the same way a TDY expense report works. In brief:

- Use the buttons and links near at the top of the screen to:
- View different pages of the expense report



Note: Select **Report Details > Report Header** to visit the **Report Header** screen, where you can designate additional funds to go to the GTCC vendor to pay off your GTCC account.

- Add, view, remove, or attach receipts
- Print or email the document
- Add, edit, delete, copy, allocate, combine, or move an expense
- View individual expenses and their key details on the **Expenses** screen (Figure 3, indicator #1).
- View full expense details, attached receipts, and more by selecting an individual expense, then selecting **Edit** (Figure 3, indicator #2).

For much more detailed information on TDY expense reports, see the [MyTravel Quick Start Guide for Travelers](#). That said, there are a few differences you should be aware of:



1. The **Expenses** screen initially displays no claimed expenses. You add them by selecting **Add Expenses** (Figure 3, indicator #3). The **Add Expense** screen (Figure 4) opens.

**Complete
and Submit
the
Expense
Report
(continued)**

Figure 4: Add Expense Screen, Create New Expense Tab

2. Select the **Create New Expense** tab. It provides the list of available expense types, which is much shorter for local travel than on a TDY expense report. Table 2 shows the expenses available on a local travel expense report.

Table 2: Available Expenses on Local Travel Expense Report

Expense Type	Expense	Notes
01. Transportation	Government Vehicle Fuel	
	POV Mileage	
	POV Reduced Rate	Use when a GOV is available, but you use your POV instead.
	Public Transportation	
	Rental Car	
	Rental Car Fuel	
	Taxi/Car/Ferry Service	Examples: taxis, ride sharing.
	TDY Parking	OK to use during local travel.
	Tolls	
03. Meals	Snack - Recruiter	 Do not use this unless you are a recruiter (will generate a flag).
04. Other	Conference Registration Fee	
08. International Related Expenses	Foreign Currency Conversion Fees	 Do not use this unless you are approved to test OCONUS travel in MyTravel.

Complete and Submit the Expense Report (continued)

3. After you finish entering expenses and verify that the report is fully accurate, submit it for approval (Figure 3, indicator #4). In truth, this item is no different than a TDY expense report, but the following differences considerations apply:
 - a. You may enter expenses on future days, but if you do, you may not submit for approval until on or after the last day entered for any expense.
 - i. **Example:** Today is February 7, but you have already added an expense you know you will incur on February 9. You won't be able to submit the expense report for approval until on or after February 9.
 - b. You may create the expense report, add expenses to it as you incur them, and file it for approval after entering the last one you want to claim on this expense report.
 - i. **Example:** You often perform official travel in the local area, so you create a local travel expense report on February 1. You performed official travel on February 7, 9, 11, 22, and 24, and entered your expenses on each of those days. After you enter your expenses on February 24, you have no more local travel planned for the month, so you submit the expense report for approval.

Additional Resources

The items on this list provide the URLs for additional information you may find useful. Some of them are mentioned elsewhere in this guide.

1. Vendor-created User Guides and Demonstrations
<https://www.concurtraining.com/toolkit/en/expense/end-user/ui02>
2. MyTravel direct link
<https://dodtravel.concursolutions.com>

In addition, you can find many helpful user guides and other informational papers:

- On the DTMO website's **MyTravel** screen at
<https://www.defensetravel.dod.mil/site/mytravel.cfm>
- By logging onto MyTravel at the link in #2 above, then selecting **Help** in the upper right corner of the screen, then **Training** on the drop-down menu.